

APPROVED AT EXCOM January 2008

THE ARCHITECTURE RANCH

College of Architecture
Texas A&M University

The Architecture Ranch Steering Committee

Purpose: The purpose of the Architecture Ranch Steering Committee is to oversee the operations of the Architecture Ranch to assure that appropriate educational and research activities are conducted there in conformance with College of Architecture and University goals.

Oversight: The Architecture Ranch Steering Committee is responsible for developing and maintaining a strategic plan, along with policies and procedures, for the Architecture Ranch. The strategic plan, policies and procedures for the Ranch will be maintained by the Ranch Steering Committee, with approval of the policies by the College's Executive Committee. These will be reviewed and approved annually, normally before the start of each fall semester, to assure that the College's and University's goals and objectives are being satisfied. The Ranch Manager (s) will implement and enforce the policies and procedures for the Ranch.

Steering Committee Composition: The Steering Committee will be made up of the following individuals:

- Head, Department of Architecture
- Head, Department of Construction Science
- Head, Department of Landscape Architecture and Urban Planning
- Head, Visualization Program
- Associate Dean for Research
- An elected or appointed representative of CRIC who is knowledgeable of research needs in the College of Architecture
- Assistant Dean for Undergraduate Studies
- Assistant Dean for Special Projects
- Manager, Artist-in-Residence Program
- Ranch Manager (ex-officio, non-voting)
- Executive Associate Dean (ex-officio chair)
- Dean

Charges: The Steering Committee will be given charges or requests from time to time to respond to changing needs, or strategic needs of the Ranch facility.

Meeting Frequency: The Steering Committee will meet monthly, unless it votes to meet at other times, or when the Dean or Executive Associate Dean calls special meetings.

Plurality: A simple majority of those eligible to vote on issues is required to conduct the business of the Ranch.

Budget Oversight: The Ranch Steering Committee will oversee and approve the budget for the Ranch. Reports on the budget will be made at each normal business meeting of the Committee.

Architecture Ranch – Policies

The following Policies will be followed until they are revised or amended:

1. Proposed Projects – Before faculty, staff or students may start construction projects of any scale at the Ranch, a written proposal must be submitted for approval by the Ranch Steering Committee. Proposals must be submitted no later than 30 days before the proposed start date. Only the Dean or Executive Associate Dean of the College of Architecture may make exceptions to this requirement.
2. Testing and research needs versus educational needs for space (s) – The Ranch Steering Committee will endeavor to balance the needs of the academic departments within the College of Architecture for research and educational needs.
3. Equipment warranties database – The Ranch Managers will maintain an accurate database of equipment, their use, warranties, parts, safety requirements etc.
4. Inventories and stores of supplies – The Ranch Managers will maintain inventories and stores of supplies to meet the needs of faculty and staff who use the facilities.
5. Safety protocols, including emergency responses – A written set of safety and accident protocols, including those for chemical spills, will be developed and maintained by the Ranch Managers at all times. All faculty, students and University personnel must have access to these and they must be posted as required by law in approved locations.
6. Facility use (what is allowed and what is not allowed) – Faculty may use the facility for special, pre-approved projects, and pre-approved classes on a semester-by-semester basis.
7. Garbage and refuse disposal – Recycling of waste is encouraged. The Ranch Managers will coordinate and make sure waste needs are accommodated. Proposed plans for use of the facilities by faculty and students must address how waste will be handled, an estimate of how much will be generated etc.
8. Air conditioning and energy conservation measures – Energy efficiency is important. All activities at the Ranch must take into account climatic and environmental needs of the proposed projects and must minimize the adverse impacts as much as practically possible.
9. Annual budget – An annual budget request for the purchase of supplies and equipment for the Ranch will be prepared by the Ranch Manager and submitted for approval by the Dean before the beginning of each school year. The Ranch Managers will be responsible for use of approved funds and for staying on budget.
10. Fees for use – Fees may be charged for certain activities, depending upon the intensity of equipment and resources used. The Ranch Managers must be consulted for approval and use of the facilities and any use fees that may be charged. Fee requirements will be reviewed and approved by the Steering Committee.
11. Conformance to adopted site plan – All interior and exterior activities at the Ranch must be in accordance with the adopted site plan and with the approved

project proposal. Any deviation from the approved work areas must be pre-approved and every effort must be made to stay within the prescribed areas approved by the Steering Committee or Ranch Managers as appropriate.

12. Special Policies and Procedures -

- a. Faculty use of facilities – Faculty may use the facilities with approval of the Ranch Managers and Executive Associate Dean. All faculty using the Ranch must have completed the Shop Training Course and the 10 hours OSHA safety certificate training.
- b. Student use of facilities – Students may only use the Ranch if they have completed the Shop Training Course and the 10 hour OSHA safety certificate training. Students may only be present in the Ranch facilities if two people are present. These may include a Ranch Manager and one faculty member, or two Ranch Managers. If these two people are not present, the students must not be in the facilities and must leave immediately.
- c. Use of Ranch facilities by others – Use of the facilities by non-TAMU related individual is prohibited at all times. One must be a paid staff member, a faculty member, or a student at Texas A&M University to use the facilities.
- d. Safety planning and management – Safety is everyone’s responsibility. The Ranch Managers will maintain the safety programs for the Ranch and make sure University requirements are complied with. Anyone breaking these safety procedures will lose privileges to use the Ranch facilities.
- e. Visitors – Visitors to the Ranch must report to the Manager’ office upon arrival and must have the proper safety attire (normally a hard hat, safety glasses, closed toed shoes and fitted clothing) and they must be escorted when in the facility at all times. Any visitor not following the prescribed safety procedures will not be allowed access to the facilities and may be required to leave the facility immediately.
- f. Hours of use – The hours of operation of the Ranch Facility will be posted by the Ranch Managers at the main entrance to the building, and will be made known to anyone using the facility, including students, well in advance of any class meetings or project start-ups. Ranch users will be made aware of any changes in the hours of operation with enough lead time to allow for adjustments in use.
- g. Parking – Ranch Managers, in coordination with University officials, will designate areas for parking of automobiles. Fire and emergency access and rules and regulations of Texas A&M University must be obeyed at all times.

Student Acknowledgement for Use of the Architecture Ranch
College of Architecture
Texas A&M University

I, _____ do hereby acknowledge the following:

1. That I have been provided with information on the safety and use policies and procedures to be complied with at the Architecture Ranch for the following course:

_____	_____
Course	Semester

2. I have been informed of the transportation requirements to get from the main Texas A&M campus or any other origin to the Architecture Ranch and back, and I either have my own transportation or I have discussed my transportation needs with the instructor and have worked out my transportation needs to get to the Ranch for the designated class times, and further, there are no remaining issues for transportation to and from the Ranch for this class.
3. I agree that I cannot be present at the Ranch to study, or to work with any of the equipment, until I have successfully completed the Shop Safety Course and the 10 hour OSHA Safety class offered by the College of Architecture before the class starts at the beginning of the semester.
4. I agree that I cannot enter the Ranch Facility to study, or to work on projects, unless there are at least two people present while I am there. These may include two Ranch Managers, or one Ranch Manager and the faculty-of-record for my course. If these conditions are not met, I will not study or do work at the Ranch at any time. I understand that failure to strictly follow the Ranch use policies and procedures will mean immediate loss of rights to use the facilities and equipment at the Ranch Facility, and further, that failure to follow the policies and procedures could affect my grade for the course.

Signed:

Student

Witness

Date

Date

(Note to Instructor-of-Record: Students who sign this acknowledgement may be given a copy if they ask for it. The original copy of this Acknowledgement will be maintained by the Ranch Manager (s) in a safe place, available for inspection at any time for the minimum time required by College or University policies. A photocopy of the 10 hr. OSHA certificate will also be maintained in the files on-premises by the Ranch Managers.)